

**Board of Health Minutes**  
**Tuesday, November 15, 2011**

**Board of Health Members present:** Britt Hennings, Engineer; Dr. Lynn Allred, Veterinarian; Lynn Pinnix, Citizen; Dr. Alexander Snyder, Physician; Ben Wasilauskas, Citizen; Anne Watkins, Chairperson/Citizen; and Frank Zachary, County Commissioner

**Staff present:** Trish Belton, Administrative Officer/Clerical Supervisor; Martha Powell, Nursing Supervisor; Monecia Thomas, Director; Pam Wilmoth, QA Coordinator/Dental Supervisor; and Chuck Wood, Environmental Health Supervisor

**TOPIC:**

**Call to Order**

Anne Watkins, Chairperson called the meeting to order.

**New Yadkin County Board of Health Member Oath**

Mr. Wayne Dixon, Clerk of Court, was present to administer the Oath to Dr. Lynn Allred, Veterinarian Representative for the Board.

This is Dr. Allred's first meeting. Introductions were made for all Board members and for YCHD staff that were present.

**Adjustments and Approval of Agenda**

Anne Watkins, Chairperson, asked for any adjustments to the agenda. Britt Hennings made a motion to approve the Agenda, seconded by Commissioner Zachary. The motion carried.

**Closed Session**

Dr. Snyder made a motion to enter into closed session, seconded by Dr. Allred. The motion carried. The Board entered into closed session pursuant to NCGS 143-318.11(a)(6) for Personnel Matters.

Frank Zachary made a motion to exit closed session, seconded by Dr. Snyder. The motion carried. The Board took no action.

**Approval of September 20, 2011 Meeting Minutes**

Britt Hennings made a motion to approve the September 20 2011 minutes with no corrections or additions, seconded by Lynn Pinnix. The motion carried.

**Public Comments-None**

**Administrative Reports**

**Board and Staff Updates**

Monecia Thomas, Director, reminded the Board that Terre Smith, the Pharmacist Representative on the Board has resigned for personal reasons. A new citizen representative (Anna Hamby) has been appointed for the position held currently by Ben Wasilauskas whose term ends 12 20 11. Dr. Lynn

Allred was welcomed as the new Veterinarian Representative on the Board of Health and given an opportunity to introduce himself to the Board.

The Director reported the following to the Board

- The Health Department has a Processing Assistant IV position vacant (more detail in the clerical update)
- The Nutritionist II position has been filled (new employee-Katie Kensinger)
- Over 35 applications have been received for the Health Educator I position and we are waiting on approval from OSP, which governs the human resources and personnel issues of the health department, to begin interviews.

### **Section Reports**

Each Health Department Management Team member (except the WIC Director) was present to give their section report. Board of Health Program Update forms were submitted by each Management Team Member in the Board packets prior to the meeting for the Board to review.

Following are excerpts from their reports.

#### **WIC:**

\*WIC/Nutrition Staff recently attended a state-wide Conference. Updates will be provided to the YCHD at the December full staff meeting.

#### **ENVIRONMENTAL HEALTH:**

\*Mary Joyner attended the FDA Food Course. New food codes coming soon.

\*Justin Henderson attended the On-site Wastewater Conference in Raleigh.

\*Excerpts from a Commendation letter regarding Justin Henderson were shared with the Board.

#### **HEALTHY YADKIN:**

\*Jessica Wall, Health Educator and Preparedness Coordinator, gave an update to the Board.

\*Reproductive Health and Safety Education in the schools has gone well.

\*The GO FAR event was Saturday, 11/19/11 at 9:00AM

\*The Yadkin County Community Health Assessment Surveys are being collected and analyzed

\*Data will be collected (from the 2 middle schools) regarding the Eat Smart Move More Read-n-Ride Grant in the upcoming weeks.

\*The Preparedness Capabilities Assessment is being completed. It includes 15 Capabilities.

\*The Strategic National Stockpile Review will be due in March

Please note that the Health Educator currently has responsibilities for Health Education and Preparedness.

**CLINIC:**

\*The CDC reported that the E Coli outbreak from the State Fair was from the livestock area. It was noted that all hoofed animals can transmit E. coli. Hand and mouth contact is needed to transmit it to humans. The YCHD CD nurse is monitoring the E. coli outbreak which is centered in Wake County.

\*The State has provided lead-related statistics.

\*Martha shared the new Communicable Disease report – October 2011. She highlighted the mention of pertussis and Tdap usage.

\*The YCHD flu clinic was held for several days. The clinic saw more younger children receiving the vaccine this year. It was noted that pharmacies can now give the vaccine to children 14 years of age and older.

\*Bright Futures implementation is going well.

\*Handout on the NC Communicable Disease report provided. Please note the comparison of YTD for 2011 and 2010.

**DENTAL:**

\*Dental staff met with the Yadkin County School Nurses to schedule potential screenings and presentations for the schools throughout the County. The Dental Staff is filling a need in the Yadkin County Schools for screenings since the state has not replaced the Regional Dental Hygienist who retired last year.

**QA/QI:**

\*The YCHD is assessing several areas for another QI project. Currently, one has not been selected. Meanwhile the QI tools and methodology are being used for the implementation of the Bright Futures program.

**CLERICAL/ADMINISTRATION:**

\*The clerical team is at a critical low having had one employee to resign. It was pointed out to the Board that we have one clerical person answering the phone, making appointments, checking patients in and out, taking payments, filing charts, pulling charts, processing incoming and outgoing medical records, etc. The Business Office should currently have a staff of 3 people; instead it operates with 1 since the resignation of one staff person and the loss of a medical records position in 2010. The position is on the county commissioners agenda for 11 21 11. Monecia has submitted the Agenda Abstract for the BOCC and we hope that the Commissioners will allow the health department to advertise and hire for the position. T

\*The YTD (September) Financial report was given.

Several items were noted:

The county proceeds make up the difference between the YTD Revenue Collected and the YTD Expenses columns.

The end date for this finance report is September 30, 2011.

There was a question about the WIC program and the expenses. Dr. Snyder said WIC was originally a federally funded program, now more other sources of funding are being used. Trish stated that currently, the county provides very little funding to the WIC program.

### **Health Director – General Information and Updates:**

The Health Director discussed the staffing issues for the vacant Processing Assistant IV (resignation effective 11 04 11) and Health Educator I positions.

A Community Letter has been prepared and should be distributed to all churches in Yadkin County.

The YCHD will be rescheduling the “walk through” visit with Lynn Conner, Nursing Accreditation Consultant. There are concerns about client privacy and the lack of space within clinic settings.

The Board of Health handbook is being developed.

The NC Infant Mortality Report has been released. The highlight was that infant mortality has reached its lowest level in state history.

The health director mentioned that it continues to be a challenge to not know the selection process for Board of Health appointments.

The Health Director also discussed that staffing becomes an issue when we only have 1 FNP and 1 Dental Assistant. If either staff person is absent for an extended period of time, services are disrupted. Ms. Thomas also mentioned that one of the Interpreters will be out on maternity leave and will leave the clinic short staffed on Interpreters. The Director mentioned that she is looking at alternatives for staffing (for the FNP, the Dental Assistant, the interpreter and Nutritionist).

### **Board of Health Appointments:**

Current openings: Pharmacist – due to the resignation of Terre Smith. His resignation should be shared with the county commissioners.

It was mentioned that the Chairperson, Anne Watkins, had contacted all of the Pharmacists residing in Yadkin County and only one contacted her and was agreeable to serve. Dr. Snyder mentioned that he also had spoken to one of the Pharmacist in the County that was agreeable to serve. Commissioner Zachary made a motion to recommend both names to the BOCC, seconded by Dr. Snyder. The motion carried. The names of Ronnie Swaim and Christopher Wagner will be submitted to the commissioners by Frank Zachary for the Board of Health.

### **New Board of Health Membership List:**

New Board membership list was shared with the Board. Any incorrect information needs to be reported to the Director for correction.

### **NALBOH Vote**

Dr. Robert Blackburn, the President of the ANCBH – Association of North Carolina Boards of Health, is running for President of NALBOH, the National Association of Local Boards of Health. Commissioner Zachary made the motion to support Dr. Blackburn in his campaign, seconded by Dr. Allred. The motion carried. Dr. Blackburn's contact information was previously shared with the Board of Health and he completed the Board of Health training in March 2011. The Board requested his contact information again. Monecia will submit the ballot to NALBOH on behalf of the Board.

### **Public Health Task Force Draft Report**

The Health Director presented the Board with a draft copy of the NC Association of Local Health Director's 2011 Public Health Task Force Executive Summary. Dr. Snyder mentioned that in his opinion this was written by someone that was not familiar with the role of the local health department. The end of the draft report includes key partners and stakeholders that are being sought for input. The list includes the NC Association of County Commissioners and the Association of NC Boards of Health. It was noted that the Public Health Task Force report is in draft format and that feedback is being requested from public health stakeholders across the state and that the report would be shared with legislators.

### **YCHD Annual Report**

A copy of the health department annual report was distributed in board packets for informational purposes. Some of this information will be used by the County in the County Annual Report. The YCHD Annual Report will be shared with key partners in the community.

### **ANCBH Update**

The Health Director shared September and October updates from the Association of NC Boards of Health.

### **Old Business**

#### **Standard Operating Procedures**

The Board received a copy of the Operating Procedures for the Yadkin County Board of Health. At the previous meeting, the Board made changes and suggestions for the Operating Procedures. The changes have been made and the final version is in the Board of Health packet.

#### **Policy on Policies**

At the previous meeting, the Board approved the YCHD Policy on Policies. An error regarding YCHD Staff personnel issues was corrected.

Dr. Snyder made a motion for the health department to follow the Policy on Policies, seconded by Ben Wasilauskas. The motion carried.

## **New Business**

### **\*Consent Agenda: Budget Amendments and Patient Fee Collection Policy**

-Trish reviewed the Patient Fee Collection Policy– noting page 2 regarding co-pays, page 5 (Debt Set-off) and page 8 (staff list). The policy was updated to allow the collection of co-pays for North Carolina Health Choice and Medicaid, if applicable, enrollment in the Debt Set-off North Carolina Program and to reflect an updated list of employees that may accept payments. Ben Wasilauskas made a motion to approve the Budget Amendments (TANF, Aid to County, School Nurse Funding Initiative and Komen Funds) and changes to the Patient Fee Collection Policy, seconded by Dr. Snyder. The motion carried.

### **Komen Grant Proposal – Activity 39.1**

-Dr. Snyder made a motion for the BOH to endorse the Komen Grant Proposal recognizing that early detection is important, these funds are needed and the services provided should be a priority for early detection, seconded by Ben Wasilauskas . The motion carried. There was discussion about the new guidelines regarding recommendations for Mammograms. Martha explained that the YCHD adheres to the recommended guidelines.

An error was noted on the Komen Grant application. On the budget, the cost of each mammogram should be \$172.68, not \$4317.

### **Strategic Plan RFP – Activity 15.1**

-Dr. Snyder made a motion that the BOH supports the Health Department seeking a contractor/strategic planning advisor to develop and implement a 3-5 year strategic plan, seconded by Commissioner Zachary. There was discussion regarding the Strategic Plan's role in the organization's operations, the efforts to improve the health of the community and the benefit of the plan. The development of a Strategic Plan was also referenced as a need in the Evergreen Consulting's Performance Audit. The motion carried. It was suggested that the Request include a sentence regarding the YCHD's ability to deviate from the request as needed.

### **Accreditation – Activity 39.4**

The NC Accreditation Document states

*The local board of health shall communicate with the board of county commissioners, units of government and private foundations in support of the development, implementation and evaluation of public health programs and a community health improvement process. The description states It is understood that the health director may serve, or be directed by the board of serve as the designee for the BOH in writing and presenting the correspondence for this activity and that much communication will be from the health director. However, it is expected that there be some type of link back to the BOH showing the BOH supports, discussed and/or approved the communication. If correspondence directly from the BOH is unavailable, the LHD should be prepared to provide the link back to the BOH (i.e., BOH minutes). It is preferable when feasible to have the chair of the BOH sign the correspondence. It may also be a joint signature between the chair and the health director.*

Ben Wasilauskas made a motion that the BOH should recognize and support that correspondence on behalf of the BOH can and should be completed by the Health Director and/or the BOH Chair, seconded by Lynn Pinnix. The motion failed.

There was discussion about the correspondence of the Board of Health chair and the Health Director. The motion was tabled.

### **Board of Health Training**

-Discussion on BOH training with the consensus being that a Monday or Thursday in February 2012 would work best for the majority of the board.

-The Board of Health members that contributed to the GO FAR event for the Yadkin County Schools were thanked.

### **Board of Health Member Recognition**

-The Health Director presented Ben Wasilauskas a plaque for his service to the Yadkin County Board of Health.

### **Board member questions: None noted.**

A motion to adjourn was made by Ben Wasilauskas and seconded by Commissioner Zachary. The motion carried.

Next Board of Health meeting: Tuesday, January 17, 2012 at 7pm in the Yadkin County Board of Commissioner's Room.

Respectfully Submitted by:

Monecia Thomas  
Health Director and Secretary to the Board

PB/mt